



WARN NO.
260P

February 12, 2020

Ted Wheeler, Mayor of the City of Portland
1221 SW 4th Avenue, #340
Portland, OR 97204

John Asher, Rapid Response Coordinator
Oregon Dislocated Worker Unit
Oregon HECC – Office of Workforce Investments
875 Union Street NE
Salem, OR 97311

Dear Mayor Wheeler and Mr. Asher:

This notice is being provided pursuant to the Worker Adjustment and Retraining Notification Act (“WARN”), 20 CRF § 639.7(f), which requires employers to give official notice to certain government units or officials of a pending closure that triggers WARN.

Concordia University is a private, religious institution of higher education located in Portland, OR. At the conclusion of the spring 2020 academic term on April 25, 2020, the university will cease academic operations and begin implementation of permanent closure actions. Closure actions will be phased through 9/30/2020, based on the best available information at this time, and will include all positions employed at the following locations:

- 2811 NE Holman Street, Portland OR 97211
- 501 West Front Street, Boise, ID 83702

Concordia University has provided all affected employees sixty (60) days written notice of this action.

Bumping rights are not available for affected employees. Affected employees are not represented by a labor organization.

If you have any questions or require additional information, please contact Nicole Cossette, Vice President of Human Resources and Equity, at (503) 493-6376.

Sincerely,

Nicole Cossette
Vice President, Human Resources and Equity



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Section A: Job Titles of positions to be affected and number of employees to be laid off in each job classification and at each location affected by this closure.

Position Title	Number of Affected Employees	Date of Departure
2811 NE Holman Street, Portland OR 97211		
Part time Student Worker - Administrative Support	207	4/17/2020
Administrative Assistant	1	4/17/2020
Admission Support Specialist	1	4/17/2020
Assessment and Survey Coordinator	1	4/17/2020
Assistant Program Director - Assessment	1	4/17/2020
Assistant Coach - Men's Soccer	1	4/17/2020
Assistant Coach - Men's Basketball	2	4/17/2020
Assistant Coach - Women's Soccer	2	4/17/2020
Assistant Coach - Women's Basketball	2	4/17/2020
Athletic Operations & Marketing Assistant	1	4/17/2020
Athletics Business Manager	1	4/17/2020
Athletics Intern	1	4/17/2020
Campus Safety Officer	1	4/17/2020
Career Services Coordinator	1	4/17/2020
Director, 1st Yr Programs and Student Orientation	1	4/17/2020
Faculty Contract Administrator	1	4/17/2020
Head Coach - Men's Basketball	1	4/17/2020
Head Coach - Men's Soccer	1	4/17/2020
Head Coach - Volleyball	1	4/17/2020
Head Coach - Women's Basketball	1	4/17/2020
Head Coach - Women's Soccer	1	4/17/2020
HR Generalist	1	4/17/2020
HR Specialist	2	4/17/2020
Mental Health Counselor	1	4/17/2020
Program Coordinator	1	4/17/2020
Front Desk Assistant	1	4/17/2020
Recreation & Adventures Coordinator	1	4/17/2020
Sports Information Assistant	1	4/17/2020
Talent Acquisition Specialist	1	4/17/2020
Advancement Services Coord	1	4/17/2020
Development Officer	1	4/17/2020
Director of Foundation & Corporate Relations	1	4/17/2020
Director of Stakeholder Engagement	1	4/17/2020
Director, Univ Special Events	1	4/17/2020
Executive Assistant	1	4/17/2020
Administrative Assistant	2	4/24/2020



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Accounts Receivable Specialist	1	4/24/2020
Assistant Athletic Trainer	2	4/24/2020
Assistant Director, Admission	1	4/24/2020
Club Sport Basketball Coach	1	4/24/2020
Communication Plan Coordinator	1	4/24/2020
CRM Manager	1	4/24/2020
Data Processor	2	4/24/2020
Data Specialist	1	4/24/2020
Director of Athletic Communications	1	4/24/2020
Director of Athletic Operations	1	4/24/2020
Director of Multicultural Student Engagement	1	4/24/2020
Director, Innovation in Faith/Diversity	1	4/24/2020
Financial Aid Counselor 1	5	4/24/2020
Financial Aid Counselor 2	1	4/24/2020
IRB Research Coordinator	1	4/24/2020
Praise Ensemble Coordinator	1	4/24/2020
Program Coordinator	1	4/24/2020
Staff & Data Entry Specialist	2	4/24/2020
Transfer and International Recruitment Coordinator	1	4/24/2020
Visit and Event Coordinator	1	4/24/2020
3 to PhD Wellness Center RN (nurse)	1	4/30/2020
Access Services & Acquisitions Manager	1	4/30/2020
Administrative Assistant	1	4/30/2020
Admission Counselor	5	4/30/2020
Adjunct Faculty - Nursing	168	4/30/2020
Adjunct Faculty - Biology	4	4/30/2020
Adjunct Faculty - Chemistry	9	4/30/2020
Adjunct Faculty - Healthcare Administration	9	4/30/2020
Adjunct Faculty - Exercise and Sports Science/Physical Activity	14	4/30/2020
Adjunct Faculty - Psychology and Sociology	9	4/30/2020
Adjunct Faculty - Social Work	6	4/30/2020
Adjunct Faculty - Business administration	29	4/30/2020
Adjunct Faculty - German	2	4/30/2020
Adjunct Faculty - Spanish	1	4/30/2020
Adjunct Faculty - English and Writing	6	4/30/2020
Adjunct Faculty - International Studies	12	4/30/2020
Adjunct Faculty - Homeland Security	5	4/30/2020
Adjunct Faculty - Math	4	4/30/2020
Adjunct Faculty - Humanities	11	4/30/2020
Adjunct Faculty - Astronomy	1	4/30/2020
Adjunct Faculty - Art	3	4/30/2020
Adjunct Faculty - Music/Performing Arts	9	4/30/2020
Adjunct Faculty - Religion	12	4/30/2020
Assistant Dean, Nursing	1	4/30/2020



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Assistant Director of Disability and Support Services & Title IX Compliance	1	4/30/2020
Assistant Professor, Elementary Education	2	4/30/2020
Assistant Professor, Physical Activity Class Director	1	4/30/2020
Assistant Professor, Health & PE	1	4/30/2020
Assistant Professor, Math	1	4/30/2020
Assistant Professor, Nursing	9	4/30/2020
Assistant Professor, Biology	1	4/30/2020
Assistant Professor, Management	1	4/30/2020
Assistant Professor, Religion	1	4/30/2020
Assistant Professor, Chemistry	1	4/30/2020
Associate Professor, Social Work	2	4/30/2020
Associate Director, Online Master of Arts in Teaching	1	4/30/2020
Associate Professor, Secondary STEAM	1	4/30/2020
Associate Professor, Exercise and Sports Science	1	4/30/2020
Associate Professor, Education	4	4/30/2020
Associate Professor, Nursing	3	4/30/2020
Associate Professor, Art	1	4/30/2020
Associate Professor, Business & Accounting	1	4/30/2020
Associate Professor, Math	1	4/30/2020
Associate Professor, Accounting	1	4/30/2020
Associate Professor, Healthcare Administration	1	4/30/2020
Associate Professor, Psychology/Director, MA Psychology programs	1	4/30/2020
Campus Safety Officer	7	4/30/2020
Cataloging/Web Services Librarian	1	4/30/2020
Circulation Supervisor	2	4/30/2020
College of Education Strategic Partnerships Facilitator	1	4/30/2020
Director, Alumni & Parent Engagement	1	4/30/2020
Director, Luther Institute Academics/Professor of Religion	1	4/30/2020
Director, Student Activities & Retention Engagement	1	4/30/2020
Director, Counseling & Testing	1	4/30/2020
Director, Homeland Security Center	1	4/30/2020
Director, Veteran's Resources	1	4/30/2020
Electronic Resources and Reference Librarian	1	4/30/2020
Event Coordinator	1	4/30/2020
Event Setup Assistant	1	4/30/2020
Executive Administrator	1	4/30/2020
Faculty Chair - Dissertation	27	4/30/2020
Game Day Management Aide	18	4/30/2020
Graduate Writing Chair	1	4/30/2020
Graduate Writing Consultant	2	4/30/2020
Human Anatomy Lab Manager	1	4/30/2020
Interlibrary Loan Specialist	1	4/30/2020



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International Student Services and Programs		
Coordinator	1	4/30/2020
Lead Placement Coordinator	1	4/30/2020
Methodologist	2	4/30/2020
Methodology Coordinator	1	4/30/2020
Nursing Faculty - Lab/Sim	6	4/30/2020
Online Instructional Coach	5	4/30/2020
Program Administrator	1	4/30/2020
Professor, Exercise & Sports Science	2	4/30/2020
Professor, Psychology	3	4/30/2020
Professor, Math & Physics	1	4/30/2020
Professor, Management	1	4/30/2020
Professor, Marketing / Director, MBA program	1	4/30/2020
Professor, Biology	3	4/30/2020
Professor, Business	1	4/30/2020
Professor, Business & Accounting	1	4/30/2020
Professor, Education	2	4/30/2020
Professor, English	1	4/30/2020
Professor, History	2	4/30/2020
Professor, Music	1	4/30/2020
Professor, Religion	1	4/30/2020
Professor, Social Work	1	4/30/2020
Professor, Chemistry/Biochemistry	1	4/30/2020
Program Coordinator	6	4/30/2020
Staff Librarian	1	4/30/2020
Undergraduate Writing Chair	1	4/30/2020
Circulation Lead	1	4/30/2020
Circulation Supervisor	2	4/30/2020
Assistant Area Director	2	5/8/2020
Client Success Manager	1	5/8/2020
Online Student Support Technician	1	5/8/2020
Support Technician I	2	5/8/2020
Support Technician II	3	5/8/2020
Academic Advisor	6	5/15/2020
Academic Assessment/Quality Specialist	1	5/15/2020
Admission Counselor	1	5/15/2020
Area Director, Resident Life	2	5/15/2020
Assistant Director, Financial Aid	1	5/15/2020
Assistant Director, Admission	2	5/15/2020
Associate Athletic Director for Compliance & Academic Support	1	5/15/2020
Associate Athletic Director for Sports Medicine	1	5/15/2020
Assistant Coach - Golf	1	5/15/2020
Compliance Specialist	1	5/15/2020
Degree Completion Coordinator	1	5/15/2020
Director of Golf	1	5/15/2020



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Financial Aid Counselor 1	2	5/15/2020
Financial Aid Counselor 2	1	5/15/2020
Housing Coordinator/Resident Director	1	5/15/2020
Housing Coordinator	1	5/15/2020
Operations & Data Coordinator	1	5/15/2020
Program Coordinator	1	5/15/2020
Assistant Coach - M/W Track & Field	2	5/22/2020
Assistant Coach - Softball	1	5/22/2020
Assistant Registrar for CCRT	1	5/22/2020
Compliance and Reporting Manager	1	5/22/2020
Head Coach – Softball	1	5/22/2020
Head Coach - Track/Field/Cross Country	1	5/22/2020
Operations Assistant	1	5/22/2020
Policy and Catalog Manager	1	5/22/2020
Prgm Mgr/Assc T&F Coach	1	5/22/2020
Records & Transfer Specialist	1	5/22/2020
Records Specialist	3	5/22/2020
Thows Center Manager/Assist Coach	1	5/22/2020
Accountant I - Accts Payable	1	5/29/2020
Application Developer	1	5/29/2020
Application Development Manager	1	5/29/2020
Assistant Coach - Baseball	2	5/29/2020
Associate Dean of Nursing	1	5/29/2020
Associate Professor, Education / Director Masters of Art in Teaching program	1	5/29/2020
Associate Professor, Education/Dir Ungraduate Education Programs	1	5/29/2020
Assistant Vice President, Dean of Students	1	5/29/2020
Assistant Vice President, Student Engagement	1	5/29/2020
Campus Gardener	1	5/29/2020
Campus Master Gardener	1	5/29/2020
Custodial Assistant	6	5/29/2020
Data Specialist - Placement	1	5/29/2020
Database Report Writer	1	5/29/2020
Dean of Libraries, Assoc Professor	1	5/29/2020
Development Officer	1	5/29/2020
Director, Residence Life & Community Standards	1	5/29/2020
Director, Strategic Growth Initiatives	1	5/29/2020
Director. Application and Technology Solutions	1	5/29/2020
Director Disability Support Services & Title IX Coordination	1	5/29/2020
Director of Advancement	1	5/29/2020
Director, Office of Doctoral Studies; Professor of Education	1	5/29/2020
EDD Chair/Professor of Education	1	5/29/2020
edTPA Coordinator	1	5/29/2020



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Head Coach - Baseball	1	5/29/2020
Interim Dean, College of Health and Human Sciences	1	5/29/2020
ITS Service Delivery Manager	1	5/29/2020
Jr. Application Developer	1	5/29/2020
Maintenance Technician	3	5/29/2020
Part-Time Custodian	4	5/29/2020
Program Coordinator	2	5/29/2020
Project Manager	1	5/29/2020
Data Processor	1	5/29/2020
Vice President of Athletics	1	5/29/2020
Administrative Assistant	1	6/5/2020
Assistant Vice President, University Analytics and Assessment	1	6/5/2020
Director of Admissions	1	6/5/2020
Research Analyst	1	6/5/2020
Curriculum/Schedule Specialist	1	6/19/2020
Certification & Compliance Specialist	1	6/19/2020
Operations Manager	1	6/19/2020
3 to PhD Liaison	1	6/26/2020
3 to PhD STEAM Coordinator	1	6/26/2020
3toPHD Lab Manager	1	6/26/2020
3toPHD Services Coordinator	1	6/26/2020
Academic Support Specialist	1	6/26/2020
Accounts Receivable and Veteran's Benefits Specialist	1	6/26/2020
Adjunct Faculty, Education	169	6/26/2020
Assistant Dean, Licensure Programs	1	6/26/2020
Director - Physical Plant Services	1	6/26/2020
Director of Campus Ministry	1	6/26/2020
Director of Operations	1	6/26/2020
Director of the 3toPhD Collaborative	1	6/26/2020
Director, Institutional Research Integrity	1	6/26/2020
Instructional Design Coordinator	1	6/26/2020
Licensure Certification Specialist	1	6/26/2020
Online Instructional Coach PT	3	6/26/2020
Placement Assistant	1	6/26/2020
Professor / Reference Librarian	1	6/26/2020
Program Coordinator	1	6/26/2020
Research Associate-3toPHD	3	6/26/2020
Distance Education Librarian - Assistant Professor	1	6/26/2020
Assistant Director for Financial Aid	1	7/3/2020
Asst VP of External Affairs	1	7/3/2020
Director of Online Admission	1	7/3/2020
Financial Aid Audit Support	1	7/3/2020
Director, Academic Advising	1	7/10/2020
Adjunct Faculty, Education	421	7/11/2020
Assistant Program Director	1	7/17/2020



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Dean, College of Education	1	7/24/2020
Application Development Lead	1	7/31/2020
Applications Administrator	3	7/31/2020
Assistant Vice President, Enrollment	1	7/31/2020
Assistant Vice President, Operations and Data Mgmt	1	7/31/2020
Communications Advisor	1	7/31/2020
Digital Services Manager	1	7/31/2020
Director, Online Academic Affairs	1	7/31/2020
IT Technician	1	7/31/2020
Network Administrator	1	7/31/2020
Security Administrator	1	7/31/2020
Service Center Specialist	1	7/31/2020
Support & Training Specialist	1	7/31/2020
Systems Engineer	1	7/31/2020
Accountant II	1	8/7/2020
Accounts Receivable Supervisor	1	8/7/2020
Payroll Director	1	8/14/2020
Project Manager	1	8/14/2020
Campus Safety Officer	5	8/28/2020
Director, Campus Safety & Emergency Management	1	8/28/2020
Assistant Vice President, ITS Operations	1	9/4/2020
Chief Academic Officer/Provost	1	9/4/2020
Chief Business Development Officer	1	9/4/2020
Chief Financial Officer	1	9/4/2020
Chief Student Affairs Officer	1	9/4/2020
Asst. Registrar for ARCC	1	9/4/2020
Registrar	1	9/4/2020
Vice President, Financial Aid	1	9/4/2020
VP Information Systems / CIO	1	9/4/2020
Controller	1	9/11/2020
Director, Accounts Receivable and Veteran's Benefits	1	9/11/2020
VP - Human Resources & Equity	1	9/25/2020
Custodial Manager	1	9/25/2020
Maintenance Manager	1	9/25/2020

501 West Front Street, Boise, ID 83702

Administrative Assistant	1	8/28/2020
Admission Counselor	1	8/28/2020
Assistant Dean of Career/Student Affairs	1	8/28/2020
Assistant Director, Admissions	1	8/28/2020
Assistant Professor - Law	3	8/28/2020
Assistant Professor / Reference and Instruction		
Librarian	1	8/28/2020
Associate Dean of Admission	1	8/28/2020
Associate Professor, Law	5	8/28/2020
Associate Professor / Director of Law Library	1	8/28/2020



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Asst Director, Career Services	1	8/28/2020
Career Advisor	1	8/28/2020
Co-Director of Academic Success	1	8/28/2020
Data Processor/Administrative Assistant	1	8/28/2020
Development Officer	1	8/28/2020
Director of Academic Success	1	8/28/2020
Director of External/Pro Bono, Assistant Professor of Law	1	8/28/2020
Education & Information Technology Assistant	1	8/28/2020
Financial Aid Counselor/Records Coordinator	1	8/28/2020
Interim Dean, Associate Professor	1	8/28/2020
Office Management Assistant	1	8/28/2020
Professor of Law	1	8/28/2020
Technical Services Librarian	1	8/28/2020
Part time Student Worker - Administrative Support	17	8/28/2020
Adjunct Faculty, Law	48	8/28/2020